

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: OCTOBER 26, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
FRASIER
TAYLOR
MCDEVITT

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
DICKINSON
LOEB
MASON
MERLINO
STRAINER
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 10:19 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Taggart requested to award the bid (WC 48-12) and authorize a contract with Airgas East, Inc. to provide rental of oxygen tanks and the purchase of oxygen for the residents of Westmount Health Facility for a term commencing November 28, 2012 and terminating November 27, 2013, with an option to extend the contract for an additional two years.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to award the bid and authorize the contract with Airgas East, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Taggart requested a contract with Nursefinders, LLC to provide temporary professional nurse staffing services for a term commencing upon execution of the contract and terminating in

accordance with the agreement. She advised this contract was for emergency nursing coverage and was an additional contract necessary because of the difficulty in finding adequate agency coverage. Mr. McDevitt asked if the facility continued to advertise for the vacant positions and Ms. Taggart replied affirmatively.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to authorize the contract with Nursefinders, LLC as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Taggart requested a contract with McCarthy & Conlon, LLP to provide auditing services for Westmount Health Facility for a term commencing January 1, 2013 and terminating December 31, 2013 in an amount not to exceed \$13,500, with an option for an additional (2) one year terms. Mr. Sokol asked if the cost of the contract had increased and Ms. Taggart responded the cost had actually decreased.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to authorize the contract with McCarthy and Conlon, LLP as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Taggart requested a contract with New York State Catholic Health Plan, Inc. d/b/a Fidelis Care New York for a standard skilled nursing facility provider agreement for a term commencing upon execution of the contract and terminating in accordance with the agreement. Mr. Taylor inquired about the purpose of the contract and Ms. Taggart replied that managed health care plans were required to be in place for 2014 per the New York State Department of Health (NYS DOH). She added the Facility needed to offer several managed health care plan choices. In answer to a question, Betsy Henkel, Comptroller, responded the managed health care insurance paid the Facility for the residents care and were in turn paid by Medicaid or Medicare.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to authorize the contract with New York State Catholic Health Plan, Inc. d/b/a Fidelis Care New York, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Chairman Stec entered the meeting at 10:24 a.m.

Ms. Taggart requested a contract with Blue Shield of Northeastern New York for a standard skilled nursing facility provider agreement for a term commencing upon execution of the contract and terminating in accordance with the agreement. She advised this was another managed health care plan contract. Mr. McDevitt asked if the Facility required two contracts and Ms. Taggart replied that there were five or six companies available and she had selected these two companies and might possibly select a couple more. Mr. Thomas asked if the companies competed as far as rates and Ms. Taggart replied affirmatively.

Following a brief discussion, motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to authorize the contract with Blue Shield of Northeastern New York as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Taggart requested to fill the vacant position of Leisure Time Activity Aide #1, annual salary of \$14,529, Employee No. 12214, due to resignation. She noted the position was vital to the Facility and was a Union position which was not mandated but was reimbursed 53% from the State. Paul Dusek, County Administrator, reminded the Committee a hiring freeze had been initiated by the County at the October 19, 2012 Board meeting when several resolutions requesting to fill vacant positions were tabled. He suggested the request could be approved and forwarded to the Personnel Committee with the understanding that it could be denied based on the hiring freeze. Mr. Sokol agreed the request should be approved and forwarded.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Taggart requested to close Capital Project No. H296.9550 280, Westmount Sprinkler System Project, and transfer the balance of \$100,200 to the Westmount Interfund Transfers Code No., EF.503100 5031.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to close Capital Project No. H296.9550 280, Westmount Sprinkler System Project, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested a transfer of funds between various codes totaling \$71,500 to cover the sick leave incentive earned by employees and to balance the budget for the end of the year.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *Copies of the Request for Transfer of Funds forms are on file with the minutes.*

Ms. Taggart requested to appropriate \$75,000 from the Westmount Health Facility Fund Balance (EF.909.00) in order to cover the costs associated with the contract for the Interim Director of Nursing (DON) until the end of the year.

Motion was made by Mrs. Frasier and seconded by Mr. McDevitt to approve the request to appropriate the Westmount Health Facility Fund Balance as outlined above.

In answer to a question, Ms. Henkel replied she had earmarked \$30,000 to use towards this expense and the \$75,000 was the additional amount necessary. Mr. Taylor asked the amount remaining in the Fund Balance and Ms. Henkel responded approximately \$300,000 to \$400,000. Mr. Thomas commented the amount seemed excessive and Ms. Henkel replied the contract was for \$4,800 per week for salary and related expenses, such as travel. Ms. Taggart stated the Interim DON was a hard worker and an asset to the Facility. Mr. McDevitt asked the difference in cost between a contracted DON and hiring a permanent DON and Ms. Henkel responded the contracted DON was almost double the cost. Ms. Taggart mentioned the Facility was having a difficult time hiring a permanent DON and noted there were two other local nursing homes that also had vacant DON positions.

Following further discussion on the matter, Mr. Sokol called the question and the motion was carried unanimously to approve the request to appropriate \$75,000 from the Westmount Health Facility Fund Balance as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to appropriate \$170,000 from the Westmount Health Facility Fund Balance (EF.909.00) in order to cover the costs associated with agency fees for coverage of vacant positions. She listed the Facility's vacant positions as follows: twelve vacant CNA (Certified Nursing Assistant) positions; two vacant RN (Registered Nurse) Supervisor positions; one vacant RN Manager position; one LPN (Licensed Practical Nurse on Administrative Leave; and one vacant DON position. Ms. Taggart stated she continued to place advertisements for the vacant positions in the following publications: *The Post Star*, *The Saratogian*; *Leading Age*; and *The Times Union*. She added that a CNA open house had been held and they were accepting walk-in applicants. She noted they had also participated in a job fair held at the Glens Falls Civic Center. She advised only three applications for employment had been received and interviews had been conducted immediately.

Motion was made by Mr. Taylor and seconded by Mrs. Frasier to approve the request to appropriate the Westmount Health Facility Fund Balance as outlined above.

Mr. Taylor shared his concern with the large amount of the remaining Fund Balance that was being appropriated. Mr. Dusek explained that during the multi-year budget planning it had been decided that no County funding would be used until the Westmount Health Facility Fund Balance had been fully appropriated. He said Mr. Taylor's concern was legitimate, as every amount appropriated from the Fund Balance would create a larger issue in the future. He stated that through 2013, Westmount Health Facility was not anticipated to have any budget concerns; however, he continued, for 2014 and beyond there would be an issue as there would no longer be a Fund Balance available. A brief discussion ensued.

Mr. Sokol called the question and the motion was carried unanimously to approve the request to appropriate \$170,000 from the Westmount Health Facility Fund Balance as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to charge-off debt in the amount of \$14,997.09 for deceased Resident No. 870. She noted there was a prior settlement pertaining to this resident which had been authorized by Resolution No. 557 of 2012.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to charge-off debt in the amount of \$14,997.09 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Taggart reported the Facility remained under budget for overtime usage as they progressed towards the end of the year.

Ms. Taggart said the first pending item pertained to an RFP (Request for Proposal) to obtain professional services to assist with the development of a separate RFP for operation and expansion of Westmount Health Facility. Mr. Dusek advised the proposals were due that day and once they were all received he would request an additional Committee meeting to review them.

Ms. Taggart stated the second pending item pertained to the scheduling of a Workshop meeting to discuss the agreement with Siemens Industry, Inc. for the Cogeneration Project at Westmount Health Facility and to review the terms and conditions of the contract; provide education to current and newer Supervisors; and to determine if there was flexibility or changes that could be made to save the County money. She reported a meeting was scheduled for December 6, 2012 at 9:00 a.m.

at Westmount Health Facility and would be followed by a guided tour of Facility by the Maintenance Supervisor.

Ms. Taggart announced she had been in contact with Leading Age and had been informed that IGT (Intergovernmental Transfer) Funds were anticipated to be available in December 2012 or January 2013. She added the funding was anticipated to continue through 2014.

Mr. Sokol stated that a brief executive session was necessary to discuss a pending collection matter.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously that executive session be declared pursuant to Section 105(d) of the Public Officers Law.

Executive session was held from 10:46 a.m. to 11:06 a.m.

The Committee reconvened and Mr. Sokol noted that no action was necessary pursuant to the executive session.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 11:07 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested to amend and expand the existing contract with ZirMed Inc. to allow for the provision of electronic remittances at a one time set-up cost of \$199 and a monthly fee of \$25 for up to 500 claims and \$.05 per claim for each additional claim over 500. She noted this would allow for receipt of revenues more quickly and efficiently. Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, stated the provision would allow the Department to maximize the revenues received from immunizations and the software would allow them to complete the billing process and determine if payment was received.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to amend and expand the existing contract with ZirMed, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 16, 2012 Board meeting.*

Ms. Auer stated the request to renew the grant agreement with the New York State Bureau of Early Intervention to allow for continued receipt of funds for Early Intervention Administration was determined to be unnecessary as the current grant agreement would be in effect through 2016. She noted the grant was received annually and the amount awarded was based on the number of children in the program. She added the amount was 20% less than the amount received last year because the State had reduced each County's amount in anticipation of the proposed changes in the Early Intervention Billing System which was anticipated to cost less and reduce the workload.

Tawn Driscoll, Fiscal Manager, requested a transfer of funds between various codes in an amount totaling \$26,498 in order to transfer the Senior Health Educator's salary and benefits to the appropriate code; to cover additional health and dental benefits in the WIC (Woman, Infants and Children) Program; to cover the cost of additional health benefits for the Early Intervention Program; to purchase mandated equipment for the Preschool Program; and to purchase a vehicle to replace

one which was recently demolished in an accident. She noted that 1/3 of the remaining Health Services Fleet vehicles were over ten years old and had in excess of 80,000 miles on them.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Driscoll requested to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$175 to reflect the costs associated with CPR Training for employees of Westmount Health Facility.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to amend the 2012 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Pertaining to the pending item concerning updates regarding the status of new applications for Certificates of Need (CON) for Certified Home Health Agencies (CHHA's), Ms. Auer reported the deadline for submission of applications had been extended by an additional thirty days.

Ms. Auer said a Report on Monthly Emergency Preparedness Activities was included in the agenda packet. She reported a POD Training Exercise had been held on Tuesday, October 23, 2012, in which employee Flu shots had been administered. She said the purpose of the training had been to determine how quickly immunizations could be administered in an emergency and 54 people had been immunized in a 15 minute time period. Ms. DeLorenzo credited the Information Technology Department for their assistance in connecting to the State Health Commerce computer system.

Pertaining to the Report on Revenue and Expenditures for 2012, Ms. Driscoll stated expenditures were approximately 75% of the amounts budgeted. She said additional revenues were anticipated from the Preschool and Early Intervention Programs. Regarding the Salaries Comparison, Ms. Driscoll reported an overall decrease of \$38,491.39 compared to the same time period in 2011.

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 11:16 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist